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TRANSMITTAL SLIP		DATE 30 July 1985
TO:		
ROOM NO.	BUILDING	
REMARKS: EO/DDA <u>30 JUL 1985</u> ADDA <u>30 JUL 1985</u> DDA <u>30 JUL 1985</u> DDA REGISTRY		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 1 FEB 68 241

REPLACES FORM 36-8 WHICH MAY BE USED

(47)

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Central Intelligence Agency



Washington, D. C. 20505

DD/A Registry
85-2520/1

25 JUL 1985

Mr. Francis W. Marchand
Director, Combined Federal Campaign
Room 14, Lower Lobby
2100 M Street, N. W.
Washington, D. C. 20037

Dear Mr. Marchand:

This letter is in response to a letter sent to Mr. William J. Casey, Director of Central Intelligence, by Mr. John A. Marsh, Jr., Chairman of the 1986 Loaned Executive Program, Combined Federal Campaign of the National Capital Area. In his letter, Mr. Marsh requested that the Central Intelligence Agency select one of its employees to serve as a Loaned Executive to the Combined Federal Campaign for the 1986 Campaign.

I am happy to advise that [redacted] has been selected and will be made available to serve as a Loaned Executive during the period 20 August - 6 December 1985. His office telephone number is [redacted]

Sincerely,

Robert W. Magee
Director of Personnel
Central Intelligence Agency

cc: Mr. John A. Marsh, Jr.
EO/DDA
ES/DCI

ROUTING AND TRANSMITTAL SLIP

7/19

To: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/PERSONNEL			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	For Conversation	
As Requested	For Correction	Prepare Reply	
Conclude	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - FOR ACTION

(PLS PREPARE DIRECT RESPONSE WITH A DROP CY TO EO AND ES.)

SUSPENSE: 25 JULY 85

STAT DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT	Room No.—Bldg.
	Phone No.

U.S.G.P.O. FORM 41 (Rev. 7-76)

U.S.G.P.O. FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.606

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers		X		
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19					
20					
21					
22					
SUSPENSE		25 Jul 85 Date			

Remarks To # 6: For direct response please, with info cy to ES.

3637 (10-81)

Executive Secretary

08 Jul 85

Date

SECRETARY OF THE ARMY
WASHINGTON

July 16, 1985

65 2344

DD/A Registry
85-2520

DDA REGISTRY

20-9 20-1

The Honorable William J. Casey
Director of Central Intelligence
Washington, D. C. 20505

Dear Bill:

The purpose of my writing is to ask for your Agency's participation in the 1986 Combined Federal Campaign Loaned Executive Program which begins Tuesday, August 20, 1985.

Your Agency's provision of a Loaned Executive last year helped make the 1985 campaign the most successful in the history of the Combined Federal Campaign. This level of success was achieved in large part due to the significant leadership and support roles performed by the Loaned Executives.

Based on an examination of the value of this program for the participants, I am pleased to advise you that the Office of Personnel Management has endorsed the Combined Federal Campaign Program as "a means of providing a useful developmental experience for promising and potential managers. It would be particularly valuable for individuals who need to expand their competency in the executive qualifications areas of organizational representation and liaison, or direction and guidance of programs or projects."

In the ten years that Loaned Executives have participated in the Combined Federal Campaign, it has become increasingly evident to those of us involved with them that campaign production has improved markedly because of the Loaned Executive Program. After a brief, intensive training period, Loaned Executives begin to work immediately with high level officials in each Federal organization throughout the National Capital Area. The Loaned Executives' prime responsibility and challenge are to get the commitment of department and agency leadership to the objectives of the Combined Federal Campaign and then to consult with and motivate campaign leadership toward well-planned and executed campaigns.

6. Follow through with all assigned agencies to completion of their campaigns to:
 - a. ensure that all reports and contributions are turned into the CFC Headquarters.
 - b. see that all reusable campaign supplies of value are returned to CFC Headquarters.
 - c. determine award status.
7. Keep notes for agency files including a thorough evaluation of each assigned agency's campaign as well as suggestions for next year's campaign.
8. Submit evaluation of the following aspects of the overall campaign:
 - a. Loaned Executive orientation and training
 - b. the role of the Loaned Executive
 - c. the overall CFC campaign plan
 - d. performance and support of the CFC staff

All Loaned Executives will receive continuing on-the-job training and supervision from the CFC professional staff. Out of pocket transportation and other approved expenses incurred will be paid by the Loaned Executives' employers. The CFC can assist in covering expenses in special situations.

The performance of all Loaned Executives will be assessed by the Combined Federal Campaign staff leadership and reports of each Loaned Executive's experience will be shared with his or her agency.

August, 1985

Combined Federal Campaign

Loaned Executive Job Description

The Loaned Executive Program was authorized in a Presidential Memorandum to departments and agencies dated March 3, 1971.

The Office of Personnel Management has recognized the Loaned Executive program as a useful developmental experience for promising and potential managers, especially in the executive competency areas of organizational representation and liaison and direction and guidance of programs or projects.

A Loaned Executive is a person from mid-management who has the ability to work effectively with volunteer leadership in an administrative and operational capacity; a dynamic individual who is a self-starter and motivator. The individual selected should be capable of assuming a high degree of independent responsibility. He or she is the type of person an agency would wish to have as its representative to other government organizations.

The Loaned Executive is loaned by his or her employer to the Combined Federal Campaign for a full time campaign assignment for approximately 16 weeks (mid August - early December). Following an initial intensive period of orientation to the CFC and training in effective campaign techniques, each Loaned Executive is assigned responsibility for campaigns in several agencies. Within these agencies, the Loaned Executive's aim is to achieve whatever changes are necessary to make each agency's campaign more effective. The Loaned Executive's duties include the following:

1. Review and analyze each assigned agency's previous campaigns: determine strengths, weaknesses and areas for potential improvement.
2. Develop effective working relationships with each agency's campaign leadership. This relationship should enable the Loaned Executive to motivate and guide campaign leadership to develop and implement an effective campaign plan using recommended campaign techniques.
3. Assist in the establishment of each assigned agency's goal.
4. Participate in keyworker training, employee rallies, group solicitation, meetings, etc.
5. Maintain contact with each agency's Vice Chairman and/or coordinator throughout the campaign in order to monitor progress and to recognize and react positively to problem situations.

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It is my hope that ~~you will assist us in the program by loaning one of your mid-management staff who is a promising or potential manager.~~ The enclosed Loaned Executive Job Description describes the kind of individuals sought. In order to provide this development opportunity to more individuals and to gain fresh insights and ideas, it is requested that the designated executive be one who has not participated in this program previously.

The first phase of the training takes place at the United States Postal Management Academy and we must complete our registration with them by 1 August. Therefore, I am asking you to advise us of the appointment of your Loaned Executive by no later than Friday, July 26, 1985. The assignment will begin on Tuesday, August 20 and end on Friday, December 6.

As soon as you have made your appointment, please send the person's name, office address, and telephone number to Mr. Francis W. Marchand, Director, Combined Federal Campaign, Room 14, Lower Lobby, 2100 M Street, N. W., Washington, D. C. 20037, with a copy to me. His telephone number is 488-2087. Please ensure that the executive you designate is made aware of the appointment to the program so that contact by the Director or his staff will be anticipated.

Thank you for your help in providing leadership support to the Combined Federal Campaign this year.

Sincerely,



John O. Marsh, Jr.

Chairman

1986 Loaned Executive Program
Combined Federal Campaign of
the National Capital Area

Enclosure